

Professional and Managerial Branch
Museums & Cultural Resource Group
Cultural Services Series

PUBLIC ARTS PROGRAM COORDINATOR

07/05 (AIS)

General Purpose

Under general direction, plan, coordinate and implement the Public Arts Program as authorized.

Typical Duties

Administer and coordinate implementation of Public Arts programs. Involves: Define short and long term goals to advance programs. Develop, implement and administer policy and procedures for management of projects integrated with other significant city capital improvement projects and ensure compliance with city, state and federal regulations. Obtain input from community groups and organizations and City staff to develop nature and scope of public art projects. Work with other departments to determine annual public art project list. Make recommendations regarding intergovernmental agreements for multi-jurisdictional projects. Assist in development and preparation of annual action plan and budget for public art. Review and approve budgetary projections and fabrication issues. Research, develop and pursue funding sources and revenues streams to include grants. Implement new program and project initiatives. Review architectural and engineering plans for proposed projects. Oversee the inclusion of public historians in the public art process, when applicable to ensure accurate historic depiction.

Coordinate artist selection. Involves: Advertise the availability of artist commission opportunities for public art projects. Recommend selection panelists, convene and facilitate meetings of selection panels comprised of arts professionals, community representatives, city staff and consultants. Negotiate and administer contracts with artists for the purchase of artwork and the maintenance and restoration of art purchased. Monitor progress of artists work, resolve concerns and ensure contract compliance.

Perform public relations and liaison functions. Involves: Serve as department and City representative to community groups and organizations. Coordinate with private individuals and non-profit organization for receipt of donated artwork. Produce and disseminate information materials in conjunction with the public art programs and its projects. Develop and implement programs to increase participation in and education about public art in El Paso. Plan, implement and facilitate community meetings, presentations and dedications.

Supervise assigned personnel. Involves: Schedule, assign, guide and check work. Appraise employee performance and review evaluation reports of subordinate supervisors. Engage in or arrange for employee training and development. Enforce personnel rules and regulations, department policies, and work standards regarding attendance and conduct. Counsel, motivate and maintain harmony. Interview applicants. Recommend hiring, termination, transfers, discipline, merit pay or other employee status changes.

Perform related administrative duties as required. Involves: Substitute, if assigned, for coworkers, subordinates and supervisor, as qualified, during temporary absences by performing specified duties and responsibilities essential to maintaining continuity of operations, as necessary. Provide staff support to the City's Public Art Committee and its Cultural Affairs Advisory Board. Prepare correspondence and reports.

Knowledge, Abilities and Skills

- Considerable knowledge of administrative practices and procedures and research methods.
- Good knowledge and general understanding of engineering, architecture and urban design.
- Good knowledge of budget management, contract preparation techniques, and public relations and procedures.
- Good knowledge of fundraising methods, including understanding of potential donor influences.
- Some knowledge of supervisory techniques, standards of conduct and work attendance and safe working practices and procedures.
- Ability to plan, develop and coordinate grant and public relations programs.
- Ability to perform research and analysis, and prepare and maintain records and reports.
- Ability to interpret blueprints and plans, multitask and be detail oriented.
- Ability to impartially and firmly enforce rules and regulations, standards of conduct and work attendance and safe working practices and procedures.
- Ability to communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with officials, City employees, public and private organization, community groups, the media, artists and the general public.

- Skill in safe operation and care of motor vehicle, personal computer or network workstation, generic business productivity software and other equipment.

Other Job Characteristics

- Occasional driving through City Traffic.
- Occasional traversing of uneven terrain such as to visit construction sites.

Minimum Qualifications

Education and Experience: An accredited Bachelor's Degree in Business Administration, Studio Art, Art History, Architecture, Landscape Architecture, Urban Planning or related field, plus three (3) years public art planning and/or program management experience.

Special Requirements:

- Work extended hours, including weekends and holidays as required.

Licenses and Certificates: Valid Texas Class "C" Driver's License or equivalent from another state.

Human Resources Director

Department Head

OFFICIAL